Sandia National Laboratories
Videoconferencing Services Newsletter
Winter 2002

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Recent Announcements:

Conference Room Scheduler (CRS)

Watch those meeting times in Conference Room Scheduler! Changes were recently made to the Conference Room Scheduler to require a 30-minute setup time prior to a videoconference meeting. Due to these changes, you must reserve your room a half hour before the desired start time of your meeting. For example, if you want a videoconference meeting to start at 10:00, reserve the room for 9:30. The extra half hour is required for the setup of the videoconference. Your reservation will show a 9:30 Setup Time and a 10:00 Conference Start Time. The changes were implemented to eliminate confusion between start and setup times, and allow sufficient setup time between meetings.

Videoconferencing User Support Clarification

Over 125 videoconference systems are operating at Sandia, only 22 are "core" (public) videoconference rooms. The remaining rooms are considered "private" and are the responsibility of the owner to support. Videoconferencing Services reserves the right to charge for assisting with failures involving non-core videoconference rooms.

Attn: Private Videoconference Room Owners

Over 125 videoconference systems are operating at Sandia, only 22 are "core" (public) videoconference rooms. The remaining rooms are considered "private".
(http://www.sandia.gov/coco/teledir2.html#core)

➢ Security Plans & Safeguards
As the owner of a videoconference system, you are responsible for maintaining an up-to-date security plan. Please make sure that you have a plan in Place by March 31st or else you will be required to dismantle your system. The security plan should provide the description for how the system will be used in accordance with DOE policy as defined in:
- DOE 470.1 - Safeguards and Security Program
- DOE 471.2A - Information Security Program
- DOE 5300.1B - Telecommunications
- DOE 5632.1C - Protection and Control of Safeguards and Security

Videoconferencing Services has written a general security plan for the corporate "core" unclassified videoconference rooms (http://www.sandia.gov/coco/security_plan). If you can apply this plan to your system, you may register at our website and acknowledge that you have read and will follow the Corporate security plan. You also have the option to download the document as a template and develop your own plan.

➢ Troubleshooting and Maintenance
The "private" rooms are the responsibility of the owner to support (e.g., operations, troubleshooting, preventive maintenance, upgrades and security plans). Videoconferencing Services will assist with the troubleshooting and maintenance of private rooms for $120/hr (one hour minimum).

Open House/New and Remodeled Rooms

CA 921/137 Open House - You are cordially invited to attend an Open House of the newly remodeled 921/137 Conference Room at Sandia CA. Capabilities of the room will be demonstrated on Tuesday, March 5 in 921/137 from 9 a.m. to 11 a.m. Refreshments will be served. For more information, contact David Nagel at 294-3382 or Diane Gomes at 294-1479.

- An enhanced lighting system gives customers greater control over lighting settings. You won't be sitting in the dark anymore while viewing a projected presentation.
- A reconfigurable conference table. The lightweight individual tables slide easily into a configuration that suits your meeting. Rows for classroom settings, horseshoe configuration for presentations, and islands for small groups are just a few suggestions.
- But where's the screen? The north and west walls are covered by a product called Wall Talker. It's an all-in-one, dry erase and projection surface. Now your presenter can make notes along side or directly on the projected image.
- But that's not all!!! Have to keep up with late breaking new? View a streamed CNN feed through the Plasma display.
- A plasma display with touch panel and electronic whiteboard software. Draw, write, and save multiple whiteboards using your finger or colored pens. Share your brainstorming sessions via Netmeeting with remote participants. Adjust the height of the Plasma display to a position that's comfortable for you.
- Integrated Corporate Videoconferencing. Tired of videoconferencing through a small TV screen? Now you can experience a 60-inch projected image along with all the features you rely upon with Corporate Videoconferencing. This room also boasts one of the first digital document cameras on site providing higher and clearer resolution.
- We are also eager to present the Visual Concert. A new collaboration technology that works with Corporate Videoconferencing. The visual concert replaces Netmeeting and the unfortunate solution of zooming a camera onto a projected laptop image for remote collaboration. Simply plug your laptop into the visual concert and share your presentation with a remote site. A second projector displays your laptop image next to the remote room image. No more switching back and forth. Now you can see who you are talking to while viewing the presentation. Note: This service requires that both sites have a visual concert in place and they are not fully deployed.
- Access Grid Node
  - What is the Access Grid? The Access Grid represents a community of Universities, National Laboratories, and Research Centers (Private and Public) who use similar computer hardware and software to collaborate over the Internet2 high bandwidth network.
  - How is it different from Corporate Videoconferencing? Customers will have the ability to participate in ad-hoc multipoint conferencing. They'll hear an improved audio quality and see all the participants at the same time. No more video switching. Customers will also experience three or more separate camera views. Watch the speaker, the audience and the presentation simultaneously.
- What's coming in the Near Future
  - A floor box containing VGA connections for laptop projection
  - A SRN Connection
- Wish List
  - Fully integrate the room with a master control system. A touch screen interface controls gives the user control over everything from videoconferencing to lighting. No more finding and fiddling with remotes.

Videoconferencing Services & Collaborative Environments White Paper

We provide distributed meeting support for all Sandia utilizing videoconferencing, audioconferencing, multimedia presentation and other technologies required to support collaborative meetings in settings from auditoriums to desktops. Read our goals to deploy this technology in such a way that it is virtually transparent to the user. White paper located at (www.sandia.gov/coco/newsletters/VSACE_strategy.doc).

About the Newsletter
This newsletter was created by the Videoconferencing Services and Collaborative Environments Department to inform you of the latest videoconferencing technologies available and to aid in the use of these tools.

If you have any questions or comments regarding this newsletter, please contact Celia Ojeda at 294-2125, or by email at crojeda@sandia.gov.

Videoconferencing Assistance
For immediate assistance, call the CCHD at 845-2243 and choose Option 6. Alternatively, for non-emergency information or assistance you may contact us via the Videoconferencing Scheduler Line at 845-2000.